



**CITY OF TUCUMCARI
INSPECTION OF PUBLIC RECORDS ACT**

**Chapter 14, Article 2 of the New Mexico State Statute provides the right to inspect public records.
All persons are entitled to the greatest possible information regarding the affairs of government
and the official acts of public officers and employees.**

REQUEST

DATE OF REQUEST: _____

NAME OF REQUESTER: _____

METHOD OF DELIVERY: _____EMAIL _____MAIL

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

PHONE NUMBER OF REQUESTER: (_____) _____

ITEMS REQUESTED (MUST BE SPECIFIC): _____

SIGNATURE OF REQUESTER: _____ DATE: _____

(FOR RECORDS CUSTODIAN ONLY)

DATE RECEIVED: _____ RECEIVED VIA: _____

RECORD IS: AVAILABLE _____ NOT ON FILE _____ BURDENSOME: _____

OTHER (EXPLAIN): _____

RECORD PROVIDED: _____BY MAIL _____IN PERSON _____BY FAX

_____OTHER (EXPLAIN): _____

REQUEST COMPLETED BY: _____

SIGNATURE: _____ DATE: _____

Delivery Options:

By Fax: 575-461-2049

Mail to: PO Box 1188, Tucumcari, NM 88401

Hand-deliver to: 215 E. Center, Tucumcari, NM 88401, or

Email to: cityclerk@cityoftucumcari.com